

WHAT IS NEW FOR FY2018

May 2017

MAJOR RESTRUCTURING OF THE MANUAL

The FY2018 POS Manual has been revised, sections consolidated and some chapters deleted. In past years, the Manual was designed to cover a number of various scenarios as the Department, in conjunction with the Executive Office of Health and Human Services, had not finalized rates and issued procurements for all activity codes. As of July 1, 2018, all Department of Development Services that fall under rate regulations will be reimbursed under regulated rates under the provisions of M.G.L. Chapter 257. While a vast majority of Department services are now paid regulated rates, there remain a limited number of individually negotiated unit rate contracts based on a cost reimbursement budget and cost reimbursement/maximum obligation contracts.

As noted during the Regional Trainings, the term, re-contracting is no longer being used as providers have signed Multi-Year Rate contracts with the Department. Unless there is a material change in services purchased, rate regulated services are managed through what are termed “Engagement Documents” and providers only sign the Standard Contract Form when the contract was awarded.

Once services are Rate Regulated, funding and units the Department anticipates purchasing is managed through either a Statement of Work (blended rate services) or a Service Summary Form (non-blended rate services). The SOW and/or SSF will list an estimated/expected expenditure amount which is the amount that DDS anticipates will be expended during the year if all units noted in the SOW/SSF are provided at regulated rate/s.

Contracts for services such as Stipend, Financial Assistance, etc., which cannot be rate regulated, will continue to be processed via the standard contract form as funding is considered Maximum Obligation. Amendments to the standard contract form will continue to be executed to either extend contracts for another year or add funding for FY2018.

REGULATED RATE CONTRACTS: STATEMENT OF WORK AND SERVICE SUMMARY FORM

The engagement documents that providers complete once a multi-year Rate Contract is signed with the Department have been revised so all regions are using a common format. In addition, the language has been standardized across the various documents. The Statement of Work is used to outline the number of units a region anticipates purchasing from a provider in FY2018 at agreed upon rate/s for blended contracts; the Service Summary Form is used for all other services that come under rate regulation.

PROCESSING STATEMENTS OF WORK AND SERVICE SUMMARY FORM

For engagements starting July 1, 2017, providers are to email signed SOW or SSF to the regions. The regional contract manager will sign the documents and scan a final signed version to the provider. Providers are no longer required to mail FY18 SOW and SSF to their regional contract staff. It is important to note that the Standard Contract Form still requires an original signature as does the Engagement document for Competitive Integrated Employment Services. The Standard Contract Form is an Office of the State Comptroller Form and the CIES document is an Executive Office form. As these documents were not developed by DDS, they must be signed and original documents mailed to regional contract staff.

STATEMENT OF OCCUPANCY

To differentiate between operational costs and occupancy costs in residential services, the Department has renamed all Statements of Work that cover occupancy to Statements of Occupancy. The Occupancy Worksheet which details costs and offsets by site is to be submitted to your regional contract manager with any Statement of Occupancy. The attestation, certification and signature section on the Excel version of the Occupancy Worksheet has been moved to the Statement of Occupancy. DDS requires the occupancy worksheets submitted in Excel and not as a PDF for data analysis purposes. Once the Statement of Occupancy is signed, the provider should email the signed SOO and the Excel version of the Occupancy Worksheet to their regional contract manager.

NEW RATE REGULATED CONTRACTS FOR FY2018

A. Activity Code 3170 – CLINICAL TEAM

Clinical Team services have been rebid as regulated rates have been set. Awarded providers will sign a multi-year Master Agreement (Rate) contract with the Department and will be placed on a qualified provider list. Region/s will engage providers as needed using the Service Summary Form

B. Activity Code 3253 –MOBILITY AND ORIENTATIN

The Metro region issued a RFR seeking a provider who could provide mobility and orientation services for visually impaired individuals. The region will be reimbursing providers according to rates developed by the Executive Office for the MA Commission for the Blind and rates set under the In Home Supports regulation.

OBJECT CODES TO BE USED FOR ACTIVITY CODE 3202 MEDICAL SERVICES, ACTIVITY CODE 3208 PSYCHIATRY SERVICES ACTIVITY CODE 3279 GUARDIANSHIP SERVICES

Psychiatry services, guardianship services and medical services will be limited to contracting directly with individuals using object code MM1 and/or contracting with individuals through their corporate employer using object code M2M. The MM3 and M03 object codes are not appropriate for these services.